

CITY OF KIRKLAND
King County, Washington
January 1, 1992 Through December 31, 1992

Schedule Of Findings

1. Annual Financial Reports Should Be Submitted Timely

The City of Kirkland's 1992 annual financial reports were not completed and ready for audit until November 1993.

RCW 43.09.230 states in part:

The state auditor shall require from every taxing district and other political subdivisions financial reports covering the full period of each fiscal year, in accordance with the forms and methods prescribed by the state auditor, which shall be uniform for all accounts of the same class.

Such reports shall be prepared, certified, and filed with the division within one hundred fifty days after the close of each fiscal year . . .

Their substance shall be published in an annual volume of comparative statistics at the expense of the state as a public document.

RCW 35.21.260 states:

The governing body of each city and town on or before March 31 of each year shall submit such records and reports regarding street operations in the city or town to the secretary of transportation on forms furnished by him as are necessary to enable him to compile an annual report thereon.

Delays in preparation of the city's annual reports were primarily due to the hiring of new personnel who were responsible for preparing the annual financial report for the first time and to demands of staff time on other city projects.

When financial reports are not prepared and filed as required, the public, state legislature, and other users of these reports are denied timely information of the city's financial activity and status.

In addition, the late reporting required extra time and effort from both city personnel and the auditor for their preparation and review.

We recommend city officials take appropriate action to assure that all required financial reports are prepared and submitted in a timely manner.